



SUGAR LAND 4B CORPORATION

AGENDA REQUEST

AGENDA OF:	11-17-10	AGENDA REQUEST NO:	III-A
INITIATED BY:	KIMBERLY TERRELL, PARKS DEVELOPMENT MANAGER	RESPONSIBLE DEPARTMENT:	ECONOMIC DEVELOPMENT
PRESENTED BY:	KIMBERLY TERRELL, PARKS DEVELOPMENT MANAGER <i>KST</i>	DEPARTMENT HEAD:	REGINA MORALES, <i>RM</i> DIRECTOR OF ECONOMIC DEVELOPMENT
		ADDITIONAL DEPARTMENT HEAD (S):	JIM BROWNE, DIRECTOR OF PARKS AND RECREATION <i>JB</i>
		ADDITIONAL DEPARTMENT HEAD (S):	CHRISTOPHER STEUBING, PE, CFM, CITY ENGINEER <i>CLS</i>
SUBJECT / PROCEEDING:	GANNOWAY LAKE ESTATES HOME OWNERS ASSOCIATION REQUEST FOR PLAYGROUND AND PARK IMPROVEMENTS WITH JOINT PARTICIPATION CIP FUNDS - WORKSHOP		
EXHIBITS:	GANNOWAY LAKE ESTATES HOA AND BURNEY ROAD MUD JOINT CIP APPLICATION BID FOR PROJECT IMPROVEMENTS MAP CITY COUNCIL POLICY 7000-07, ACCEPTANCE OF NEIGHBORHOOD PARKS		
CLEARANCES		APPROVAL	
LEGAL:	AARON DOBBS, <i>TAD</i> ASSISTANT CITY ATTORNEY	DIRECTOR:	REGINA MORALES <i>RM</i>
PURCHASING:	N/A	ASSISTANT CITY MANAGER:	KAREN DALY <i>KD</i>
BUDGET:	N/A		
BUDGET			
EXPENDITURE REQUIRED: \$		N/A	
CURRENT BUDGET: \$		N/A	
ADDITIONAL FUNDING: \$		N/A	
RECOMMENDED ACTION			
Review and discussion.			

EXECUTIVE SUMMARY

The Gannoway Lake Estates Home Owners Association (HOA) and Burney Road MUD have requested consideration of a Joint Participation CIP project for playground and park improvements on a parcel of land currently owned by the HOA along Gannoway Lake Drive. The Joint Participation CIP was created to facilitate opportunistic partnerships, such as this, that will have both private and public benefit.

One of the requirements of the Joint Participation CIP is that the improvements must be on public property. The existing 0.87-acre parcel of land is currently owned and maintained by the HOA and is being used as a passive park space with a sidewalk, benches and landscaping. HOA representatives have approached the City to explore the donation of the site to the City. Parks & Recreation Department staff presented the potential donation to City Council at their July 27th workshop meeting where it was determined that staff may proceed with the donation process outlined in City Council Policy 7000-07, Acceptance of Neighborhood Parks.

This policy outlines the steps the HOA must take in order to proceed with the donation of the property. In addition to legal documents, the HOA must provide evidence that they have the consent of 75% of residents within 200 feet of the park and that they have notified their members and voted on the donation of the park to the City. Under this policy the vote passes if a majority of the Property Owners Association (POA) members who voted in the election approved the donation of the Neighborhood Park to the City. In the case of the Gannoway Lake Estates Home Owners Association, their own covenants require the approval of two-thirds of their membership in order to deed the property to the City. The HOA has started going door to door to petition residents living in proximity to the park. It is anticipated that the entire donation process will take several months.

City staff will return to City Council for consideration and action on the park donation after the Home Owners Association has received the required votes and the required documents. After the City has taken ownership of the property, the proposal will be brought back to the 4B Corporation with a funding resolution for the Boards consideration.

The total project budget is \$68,390.80. This includes \$66,990.80 for a playground, pavilion and park furnishings and \$1400 for soil testing for engineering the pavilion foundation. The City of Sugar Land would manage the installation of the improvements. The Sugar Land 4B Corporation would provide half the project funding (\$34,195.40) while the Burney Road MUD would reimburse the City for the other half of the project cost (\$34,195.40). As part of the park improvements, the HOA has installed a 4' perimeter fence. The Gannoway Lake Estates HOA would be responsible for ongoing maintenance of the park. \$100,000 in Joint CIP funding was allocated in the FY11 SL4B Budget. If the Board approves the Venetian Estates funding resolution which is on the same agenda, \$72,258 will be remaining in Joint CIP funding. If the Board provides direction to move forward with the project, an agenda item will be placed on a future meeting agenda for consideration on funding for the project. The addition of the playground and other amenities meet the intent of the Joint Participation guidelines.

City staff will review the proposal that has been received from the HOA and will answer questions regarding the project. Based on the board's recommendation, staff will bring this item back at a future date for consideration of project funding.

EXHIBITS

APPLICATION

SUGAR LAND 4B CORPORATION JOINT PARTICIPATION PROJECT FUNDING REQUEST – APPLICATION #1

ROUTING INSTRUCTIONS:

Department/ Division: Complete all known information. Send completed request form to:

City of Sugar Land - Economic Development
c/o Regina Morales
2700 Town Center Blvd. N.
Sugar Land, TX 77479 or Fax to: 281-275-2217

SECTION 1 – PROJECT REQUESTOR / SCOPE		
Contact Person: Steve Porter	Tel.No.: (281) 796-6741 cell Fax: (281) 491-1362	Request Date: 2 June 2009 orig 25 Oct 2010 rev
Organization: Gannoway Lake Estates HOA	Address: 8711 Highway 6 North Suite 270 Houston, TX 77095	Email: stevep506@comcast.net
Project Title: City Park for Young Children's Play Area		
Project Location: NE Corner – Silver Lining & Gannoway Lake Drive Gannoway Lake Estates Reserve B		Within City Limits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO
Property Owner: Current: Gannoway Lake Estates HOA. Future: City of Sugar Land; HOA will be donating the land to the city ahead of request for final approval. Donation reviewed with City Council in Workshop on July 27, 2010. No exception taken.		Public Property or Easement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO
Project Description/Scope/Justification: <u>Description:</u> <ul style="list-style-type: none">• Outdoor play area for young children while being supervised by their parent(s) or legal guardian(s)• 4' decorative wrought iron fence to discourage vehicle traffic in the play area; area is open to all city residents <u>Justification:</u> <ul style="list-style-type: none">• Improved health through stimulation of physical activity for children in the area• Improved awareness and safety in the area due to more neighborhood interaction• Improved quality of life for city residents in the area.		
** Please attach any supporting information, site plans, renderings, documents, photos, etc. to this request. **		
Project Schedule: Requested Project Start Date Nov. 1, 2010 Completion Date Dec 31, 2010		
SECTION 2 – PROJECT COST		
Estimated Total Project Cost Includes accessible play area	\$68,490.80	One Time Expense: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization Participation City of Sugar Land 4B Burney Road MUD	\$34,245.40 \$34,245.40	% of Total Project Cost 50% 50%
If more than three funding sources or ongoing expense, please add information in this box. 1) HOA is donating the land to the city 2) HOA is funding a 4' perimeter fence as described above; installation in progress est. \$11,000 3) HOA will be responsible for on-going maintenance of the area and ensuring that appropriate liability insurance is maintained.		
SECTION 3 - SIGNATURES		
Name: Steve Porter	Signature: <i>Steve Porter</i>	Date: Oct. 25, 2010
Name:	Signature:	Date:
SECTION 4 - TO BE COMPLETED BY CITY OF SUGAR LAND – ECONOMIC DEVELOPMENT DEPT.		
Project #: ____ - ____ (yy-##)		Date Received:
Reviewed by:		Date Reviewed:
Complies with City Policies & Standards: <input type="checkbox"/> Yes <input type="checkbox"/> No		

BID

DunRite Playgrounds

Proposal



11011 Clodine Road
 Richmond, Texas 77407-9545
 (281) 242 - 5921

Date	Estimate #	Rep
8/20/2010	2472	

Created For:

Gannoway Lake
 Gannoway Lake
 Sugar Land, Texas 77478

Description	Total
Adventure Series Play Structure PS3- 23280 Designed for ADA compliance Structure Size 17'9" x 38'2"	23,839.00
PVC Timber border system for playground zone	1,428.00
ADA access ramp for PVC border, in black	800.00
OPTION \$210 Inground Mount Pedestal Grill GPS20	
Classic Style Picnic Table 11 gauge Ribbed Steel with Plastisol coating to match existing ribbed benches on site. Single post, inground mounted with 46" square table. Four benches attached to post T46CLASSPEDS 398#	998.00
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Concrete Pad for 18 x 22 area 396 sf. 4" pad, re-bar reinforced, brushed concrete	2,376.00
TR32 Classic Waste Can 32 gallon receptacle with ribbed steel to match existing benches and proposed picnic table	337.00
Liner for 32 gallon receptacle	24.00
Flat Top Lid with opening	72.00
FLATTOP32	
Second Waste Receptacle Set	433.00
Modern Classic Series Bench 6' with back B6WBMODClass (ribbed steel style to match existing and proposed)	690.00

Sales Tax (8.25%)

Total

DunRite Playgrounds

Proposal



11011 Clodine Road
Richmond, Texas 77407-9545
(281) 242 - 5921

Date	Estimate #	Rep
8/20/2010	2472	

Created For:

Gannoway Lake
Gannoway Lake
Sugar Land, Texas 77478

Description	Total
Modern Classic Series Bench 6' with back B6WBMODClass (ribbed steel style to match existing and proposed)	690.00
2 Bay Swing Structure, 3.5" Arch 90015202	1,876.00
2 toddler seat set with galvanized chains 90015130	218.00
2 belt seat set with galvanized chains 90015108	118.00
Timber Border for Swing Zone 36x32	1,156.00
EWf surfacing IPEMA for swing zone	1,175.00
2 Spring Riders (One whale 90018201, one frog 90018202)	1,118.00
Additional EWf Surfacing for added spring riders	375.00
Additional PVC timbers for Spring Riders (calculated as adjacent to structure zone, following CPSC and ASTM zone requirements for spring rider)	272.00
Installation of Playground equipment, benches, timbers, picnic	6,200.00
Freight for Playground Components	2,200.00
IPEMA Certified playground surfacing Playground zone	2,024.00
Installation of Wood Surfacing	1,000.00
TASB/BUYBOARD discount	-3,294.60

Sales Tax (8.25%) \$0.00

Total \$47,122.40

DunRite Playgrounds

Proposal



11011 Clodine Road
Richmond, Texas 77407-9545
(281) 242 - 5921

Date	Estimate #	Rep
10/11/2010	2614	

Created For:

Gannoway Lake
Gannoway Lake
Sugar Land, Texas 77478

Description	Total
One 16' X 24' Hip End Shelter, 4:12 Roof Pitch, 7' 6" Eave Height, (4) Column Design, 24 Gauge R Panel Metal Roof, Powder Coat Frame Finish	10,786.00
Buying Group Discount	-1,078.60
Freight for listed structure	1,611.00
Dig and install concrete and rebar reinforcement for four piers	1,000.00
Installation of listed structure on concrete piers	3,800.00
Concrete Pad listed on other proposals	
Signed and sealed engineer drawings available Set of 6, add \$950	0.00
Four Brick square Columns, four posts to 7'6" eave. Rowlock top cap.	2,800.00
Option for only 4' \$1800 (deduct \$900 from listed price) with matching brick top cap.	
Customer to specify brick color from locally obtained brick source, such as standard, stock Acme.	

Sales Tax (8.25%) \$0.00

Total	\$18,918.40
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sales@dunriteplaygrounds.com

<http://www.dunriteplaygrounds.com>

SOIL TESTING QUOTE



Ms. Kimberly Terrell
City of Sugar Land
2700 Town Center Blvd N.
Sugar Land, TX 77479

November 9, 2010

Subj: Geotechnical Proposal for New Park Pavilion
Ganoway Lakes Estate
City of Sugar Land, Texas
QCL Proposal No. 38634

Dear Kimberly,

QC Laboratories is pleased to submit this proposal to provide Geotechnical Engineering Services for the project referenced above. This proposal has been prepared in general accordance with your request and our conversations on November 9, 2010.

Project Description

The project consists of the construction of a new park pavilion in Ganoway Lake Estates residential community in Sugar Land, Texas. The new pavilion will have footprint of 20 ft x 20 ft. The site is located east of Burney Road.

Purpose and Scope of Services

The purpose of the investigation will be to gather and analyze site-specific field and laboratory data and use this data to develop and provide recommendations for foundation design.

The scope of services to accomplish this purpose will include:

Field Investigation: The field exploration will be performed to obtain subsurface information regarding soil type, soil stratigraphy and groundwater depth. We will drill and sample two (2) soil borings to a depth of twenty (20) each in the pavilion footprint. Soil sample intervals will be shown on the boring logs. Soil samples will be evaluated in the field using a Pocket Penetrometer or an SPT blow count depending on the soil type.

Drilling will be performed by a trailer-mounted drill rig. We understand that a fence may be in place around the park site. The fence structure will be removed and replaced by others to allow us site access with our drilling equipment. Depth of groundwater table will be observed during drilling and after completion of drilling where applicable.

Laboratory Testing: The engineering properties of selected soil samples would be determined by our A2LA Accredited Geotechnical laboratory. Laboratory tests may include but not limited to Moisture Content, Density, Unconfined Compression, Atterberg Limits and percent passing No. 200 sieve.

Engineering Analysis and Report: The field and laboratory data will be reviewed by an engineer who will also perform appropriate engineering analyses. The findings of the investigation will be reported in a summary engineering report prepared under the supervision of a Texas Professional Engineer.

The results of the study will be presented in a report that will include the following:

- Logs of Borings, Boring Site Plan, water level readings and laboratory test results,
- Recommendations regarding foundation design parameters,
- Recommendations regarding site preparation and fill material selection and placement, if required.

Fees

The fee for this project will be charged on a Lump Sum basis. Based upon the scope of services presented here, the lump sum fee is \$1,400. This lump sum fee assumes that the site is accessible to our trailer mounted drill rig field exploration equipment. This lump sum also assumes we will drill through a soil surface. An additional charge will apply if boring locations are not accessible and any special equipment will need to be used or if we have to core through concrete paving.

Schedule

A completed geotechnical report will be submitted two weeks following field drilling activities.

Proposal Acceptance

You can authorize this scope of service by issuing a Purchase Order with reference to this proposal.

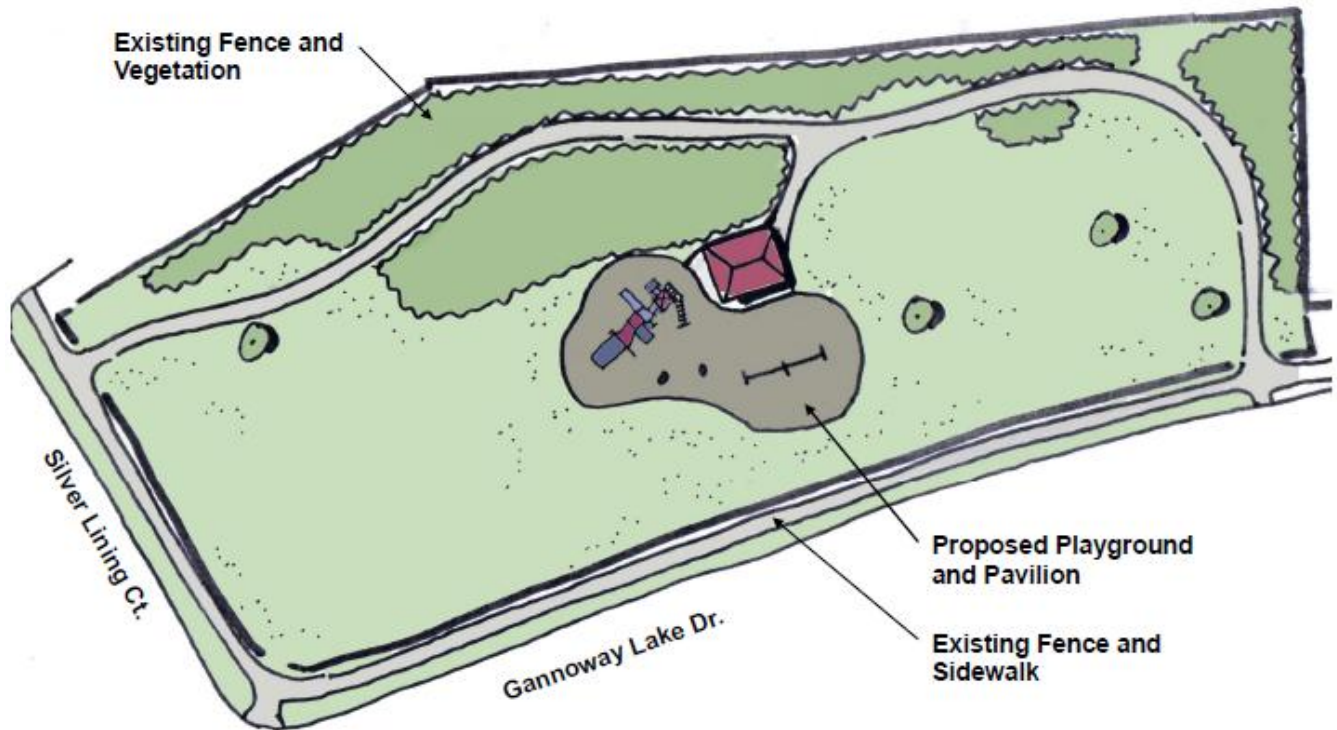
We appreciate the opportunity to submit this proposal and look forward to the successful completion of the project. If you should have any questions or require additional information, please contact us at your convenience.

Sincerely,

QC Laboratories, Inc.

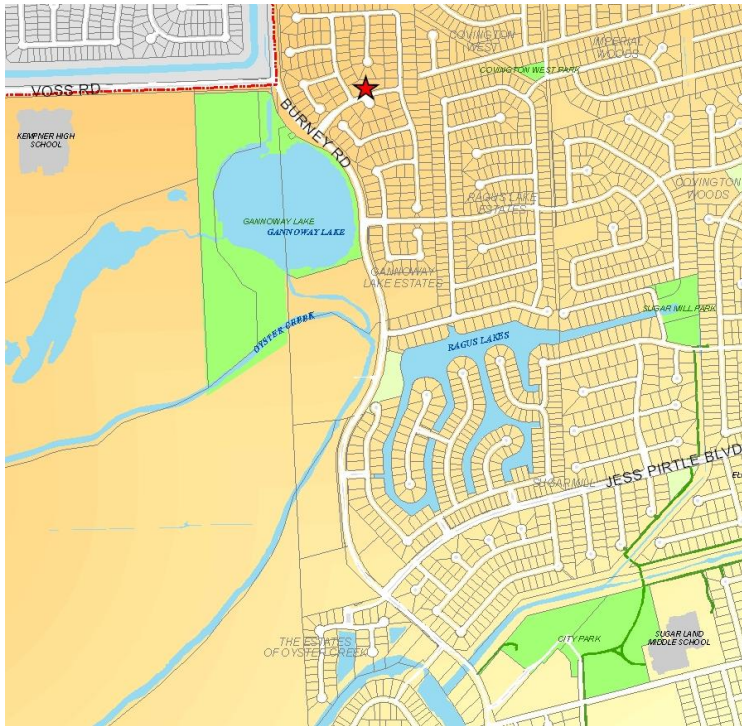
Ray Meyer
Director of Geotechnical Services

PROPOSED SITE PLAN



Gannoway Lake Estates Park - Site Plan

MAP



EXISTING CONDITIONS



RESOLUTION NO. 07-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING A POLICY ON ACCEPTING NEIGHBORHOOD PARKS FROM PROPERTY OWNERS' ASSOCIATIONS.

WHEREAS, the City desires to balance land uses, preserve and protect open space, and protect against the decline of older, threatened areas within the City; and

WHEREAS, the City acknowledges that there is a public benefit in accepting neighborhood parks from property owners' associations to enhance the quality and pride of Sugar Land; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF SUGAR LAND, TEXAS:**

Section 1. That the City Council adopts the following policy:

**City Council Policy
Acceptance of Neighborhood Parks**

PURPOSE

To establish criteria and guidelines for accepting neighborhood parks from property owners' associations

POLICY

Section 1. Definitions.

Capital Recreation Amenities: Conference centers, meeting rooms, aquatic facilities, and athletic courts for basketball, tennis, racquetball, or other sports.

City: City of Sugar Land, Texas.

Neighborhood Park: a generally unlighted one- to fifteen-acre neighborhood park with limited to no on-site parking facilities actively used for recreational purposes by a variety of POA member age groups residing within a ¼ to ½ mile radius of the park.

POA: a property owners' association created under restrictive covenants recorded in the Real Property Records of Fort Bend County that apply to the Neighborhood Park.

Water Amenities: lakes, ponds, rivers, detention facilities, and all other natural or man-made bodies of water, including related dams, piping, bulkheads, equipment and facilities for controlling, protecting or maintaining the bodies of water or surrounding land areas.

Section 2. General Criteria and Guidelines.

A. The following criteria and guidelines apply to acceptance of Neighborhood Parks:

1. The Neighborhood Park must:

a. Be located within the City's corporate city limits;

b. Be a minimum of one acre in size and not exceed a maximum size of fifteen acres;

c. Not include Capital Recreation Amenities or Water Amenities requiring significant ongoing operating or maintenance costs;

- d. Not require the expenditure of capital funds for two years following acceptance by the City; and
- e. Have no unusable or inoperable equipment, facilities or amenities and no unsafe conditions.

2. The POA must submit:

- a. A written request that the City accept the Neighborhood Park.
- b. A legal opinion stating that:
 - i. The request complies with the POA by-laws,
 - ii. The POA is the owner of the Neighborhood Park, and
 - iii. There are no restrictions, covenants, or conditions affecting the Neighborhood Park that would prevent it from being used as a public park, or alternatively that the restrictions, covenants or conditions that would prevent the Neighborhood Park from being used as a public park have been removed with a copy of the appropriate document reflecting the removal attached to the opinion.
- c. A copy of the recorded deed showing ownership of the Neighborhood Park.
- d. A copy of the letter sent to all the POA members explaining:
 - (1) that the Neighborhood Park will be open to the public, and
 - (2) the rules, regulations, and service level standards for City-owned neighborhood parks.
- e. A petition signed by 75% of the POA property owners residing within 200 feet of the Neighborhood Park requesting that the City accept the Neighborhood Park.
- f. A copy of the letter sent to all POA property owners stating that the POA will conduct an election similar to that for election of directors that will provide an opportunity for the POA property owners to vote on whether they approve donation of the Neighborhood Park to the City. The letter must state the date, time and place of the election.
- g. A written statement that the letters required by subsections d. and f. were sent to all POA property owners with the list of names and addresses of the POA property owners attached to the statement.
- h. A copy of the results of the election that show that a majority of the POA members who voted in the election approved the donation of the Neighborhood Park to the City.
- i. If there is an abutting Water Amenity that the City will not be accepting as part of the Neighborhood Park, the POA must provide sufficient information, assurances, or a written agreement, as required by the City, to insure that the abutting Water Amenity will be maintained and operated so as to not be a detriment or a safety or health hazard to the public use of the Neighborhood Park.

B. The City will:

- 1. Convey to the POA the service level standards, rules and regulations of City-owned Neighborhood Parks prior to the POA submission required by Section A.2.

2. Determine whether the POA has complied with the requirements in Section A.2.
3. Review the request and inspect the Neighborhood Park to determine compliance with this Policy.
4. Consider the POA request during the City's annual budget process.

Section 3. Acceptance. The City Council has discretion whether to accept a Neighborhood Park and is the final authority on the matter. In accepting a Neighborhood Park, the City Council may impose additional conditions as it deems necessary to serve or protect the City's interest.

APPROVED on February 27, 2007.